



Office of Zoning 444 SW 2nd Avenue, 2nd Floor, Miami FL - 33130

Special Permits Checklist

Waiver (New Construction/Demolition)

If you are submitting a request for this application type, the below documents and/or plans are required to be submitted to meet the Office of Zoning minimum requirements.

Document Description	Document/Drawing	Document Name	Special Notes/Comments	Required/Optional
Index for Documents	Document	PZD-0	This is a table of contents for the documents you are uploading. It should contain the Document Name and Document Description	Required
Index for Drawings	Document	A-0	This is a table of contents for the drawings you are uploading. It should contain the Drawing Name and Drawing Description	Required
Waiver Application (Signed by Owner or Owner's representative)	Document	PAP-1	<i>This section is intentionally left blank</i>	Required
Letter of Intent (Signed by Owner or Owner's representative)	Document	PZD-1	Note: For Demolition Waivers the letter of intent is required to be notarized.	Required
Notarized Hold Harmless Agreement (Signed by Owner or Owner's representative)	Document	PZD-2	<i>This section is intentionally left blank</i>	Optional
Survey with BBL established by PW (Signed and Sealed within one year of application date)	Drawing	V-1	Should applicant not have BBL designated this should not be a reason for rejection rather the Zoning Department should refer to the PW-BBL discipline in ProjectDox.	Required



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Vegetation Survey (Signed and Sealed within one year of application date)	Drawing	V-2	<i>This section is intentionally left blank</i>	Required
Latest Microfilm records (Renovations and/or additions)	Drawing	A-1	<i>This section is intentionally left blank</i>	Required
Signed and Sealed demolition plans	Drawing	D-1	Note: Required for only demolition waiver	Optional
Signed and Sealed Architectural Plans that must include floor plans, elevations, zoning legend, diagrams, site and context photos, details and materials)	Drawing	A-2	Note: Required for demolition waivers	Optional
Landscape Plans (Signed and Sealed)	Drawing	L-1	Note: Only required for a new construction waiver	Optional
Letter from Arborist stating existing trees to be protected	Document	PZD-3	Note: Required for demolition waiver request	Optional
Complete list of all folio number(s) and property address(es)	Document	PZD-4	PDF Document (Note: If all folios and property addresses have not been submitted online, please provide supplemental documentation detailing all additional folios and property addresses	Optional
School Concurrency Determination	Document	PZD-6	All projects resulting in 20 or more Net New Units (residential units) are required to be tested for school concurrency Level of Service (LOS). Verification of this	Optional



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			<p>testing is the School Concurrency Determination provided directly from Miami-Dade County Public Schools (MDCPS) and emailed directly to the applicant (the City will have MDCPS correspond with applicants via the email provided in OAS). This document must be uploaded and listed in the Index prior to batch stamp.</p> <p>NOTE: (Net New Units) = (Proposed New Units) - (Demolished Units, If Any)</p> <p>Learn more about school concurrency, here: https://www.miamigov.com/Government/Departments-Organizations/Planning/School-Concurrency/Reserve-School-Capacity-through-School-Concurrency</p>	
Disclosure Affidavit of No Monies Due to the City	Document		Downloadable form from ePlan webpage	Required
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